istered No. M. 1175.

The Mysore Gazette

PUBLISHED BY AUTHORITY

Vol. 89] BANGALORE, THURSDAY, AUGUST 26, 1954 [No. 34

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PART I

IMPORTANT GOVERNMENT ORDERS

FINANCIAL SECRETARIAT

Directs that the Maximum Limit of Subscription or Contribution to the Provident Funds shall not exceed one's monthly salary or wages.

OFFICIAL MEMORANDUM.

O. M. No. FL. 2674-773—G.F. 73-54-2, DATED BANGALORE, THE 19TH AUGUST 1954.

According to the Government Order No. Fl. 8916-67—G.F. 150-48-1, dated the 24th February 1949, relaxing the rule relating to the maximum limit of subscription to the State Provident Fund and also contributions to Provident Funds such as Industrial Provident Funds, etc., subscribers are free to subscribe or contribute to the Fund any amount, even if it be in excess of the monthly salary or wages, as the case may be.

2. As the rate of subscription is based on salary or wages, as the case may be, any deduction in excess of the monthly salary or wages would not be in order. It is, therefore, decided that the maximum limit up to which a subscriber or contributor may subscribe or contribute to the Fund shall be his or her monthly salary or wages, as the case may be, and that where amounts in excess of this limit have been paid in any case, they shall be treated as unauthorised.

3. The Accounts authorities are therefore requested to refund the amount so paid, if any, in excess of the said limit, to the persons concerned without any interest.

N. MADHAVA RAO,
Secretary to Government,
Finance Department.

GOVERNMENT OF MYSORE.

MYSORE GOVERNMENT SECRETARIAT,

No Fl. (*B*) 6711-810—*Bud.* 21-54-1.

Dated Bangalore, the 18th August 1954.

FROM

The Secretary to the Government of Mysore,
Finance Department (Budget).

To

All Estimating Officers.

SIR,

Subject.—**Budget 1955-56—Appendix 'B' Estimates—Pay of Officers, Establishment and other fixed allowances.**

As a preliminary to the preparation of the Budget Estimates for 1955-56, Appendix B containing the details for the undermentioned heads on the expenditure side, pertaining to fixed charges, has to be framed in the first instance :—

(*a*) Pay of Officers.
(*b*) Pay of Establishment.
(*c*) Allowances and Honoraria—
  (i) T.A. Fixed.
  (ii) High Price and Dearness Allowance.
  (iii) Other Allowances.

2. The allowances that can be included under items (*a*) and (*b*) above are Personal, Deputation and Duty Allowances. All other allowances [excepting (*c*) (i) and (ii)] such as Special Locality Allowance, House Rent Allowance, Ration and Uniform Allowance, etc., have to be included under (*c*) (iii).

3. Estimates for 1955-56 have to be furnished in the skeleton forms of Appendix B pages (which will follow shortly) relating to heads of which you are concerned and sent to this office (Financial Secretariat, Budget) not later than 1st October 1954 with subsidiary statements showing details of calculation working up to each item of provision (Annexure 3) accompanied by explanation in the form (*vide* Annexure 1) for the variations from the corresponding number and provision of 1954-55.

4. It is imperative that the Estimates framed by heads of Departments are based on the information compiled or collected from the subordinate officers in the prescribed form (*vide* Annexure 2). This annexure with names is not only intended to provide data for the Estimates and to serve as working sheet but also facilitates the Accountant-General for verification of the estimates with the Audit Registers. The Estimates furnished have also to be supported by a statement (Annexure 2).

5. The following are some of the important points to be kept in view while preparing the Estimates :—

(*a*) *Pay of Officers and Pay of Establishment.*—The number of posts (with authoritative explanation for variation, if any), the rate of pay, the rate and nature of allowances should be furnished in the text of the details for each item for which a total is given in the inner column. Permanent establishment should be distinguished from Temporary and when provision only for fraction of the period is made for the latter, the period should be specified. The Estimates should ordinarily be based on sanction existing as on 1st September 1954 and on the pay as it would stand on 1st April 1955, making the provision for increments falling due subsequently during the year. (The method of calculating increments to be included in the provision is explained in the Note to Annexure 3). Any sanction accorded subsequent to the despatch of the Estimates, vitally affecting the same may be intimated separately before 1st January 1955 indicating details of posts, the provision and the appropriate place in the Appendix. Pay and allowances of

an officer for a month become due only at the end of the month. Accordingly, for sanctions expiring on 31st March 1955, provision for one month has to be made in the estimates of 1955-56. If, however, provision for further period or full year is necessary, the same may be indicated, taking appropriate action for obtaining sanction before the date on which such sanction ceases. Provision on the basis of minimum pay may be made in respect of vacant posts indicating them specifically.

(*b*) With regard to T.A. fixed, the head comprises F.T.A., P.M.T.A. and C.A. and such details have to be furnished as are susceptible of verifying the provision asked for.

(*c*) *High Price and Dearness Allowances.*—The details may be indicated such as for example 2 (40), 3 (35), 7 (27-8-0), 15 (17) and 30 (15), which should bear relation to the number of posts, the pay and the Headquarters of the posts to which they refer by giving a separate abstract to each Establishment in Annexure 2. It may be noted that higher rates of D.A. and H.P.A. are admissible only at Bangalore.

(*d*) With regard to "Other Allowances," the nature of the allowance, the designation of the officers entitled to it, the number and rate should be clearly indicated. When details cannot be conveniently entered in full, only rate and the number of persons drawing each allowance need be entered, further details about designation of the officers being given in an annexure.

(*e*) The details should strictly confine to the Budget head to which the charges are debitable. Thus, for instance, if the Deputy Commissioner has several Establishments whose pay is debitable to different Major Heads, the details and Estimates should be separate and distinct.

6. Immediate action should be taken to have the details ready so that the skeleton pages (referred to in paragraph 3 above) when received could be returned duly completed without any loss of time whatsoever.

7. The Budget work cannot start earlier nor close later than the dates fixed for the purpose. As the entire work has to proceed as per schedule, **utmost priority** has to be given to Budget Returns, adhering to due dates, by bestowing your personal attention in the matter.

8. Posts already retrenched should be omitted and variations explained. If further retrenchments are proposed, the same should be indicated in a separate statement and not merged in the regular Estimates.

9. Estimates relating to offices in Bellary District coming under your control under the above heads should be indicated separately.

Yours faithfully,

N. MADHAVA RAO,

Secretary to Government,
Finance Department.

ANNEXURE 1.

Budget, 1955-56.

Memo of differences between the Budgets, 1954-55 and 1955-56 under Pay of Officers, Pay of Establishment, Fixed Travelling Allowance, High Price and Dearness Allowance, Scholarships, Grant-in-aid, etc.

Major Head.....

Budget Heads	Budget 1954-55	Budget 1955-56	Difference Increase+ Decrease—	Explanation for difference with quotation of order of Government sanctioning additions, retrenchments or revisions

N. B.—Only one Major Head has to be dealt with on each form.

Dated *September/October 1954.*

Signature and Designation of Estimating Officer.

ANNEXURE 2.

Statement of details of provision proposed for Pay of Officers/Establishments and fixed allowances.

Department or Office.....

Year.....

Name	Designation.	Reference to page of Estimate form	Sanctioned pay of the post (a) Minimum	(b) Maximum	(c) Actual pay of the Government servant due on 1st April next year.	Amount of provision for the year at the rate in column 4 (c)	Increment falling due within the year (a) Date of increment	(b) Rate of increment	(c) Amount of increment for the year.	Total provision for the year *i.e.*, total of columns 5 and 6 (c)	T. A. Fixed including Conveyance Allowance	High Price and Dearness Allowance	Other fixed allowances such as House Rent, S. L. A. R. & U. A., etc.	Remarks
1	2	3	4			5	6			7	8	9	10	11

Note 1.—Pay includes Duty Allowance, Deputation Allowance, Personal Allowance and not any other allowance.

Note 2.—In the case of temporary establishments, authority under which and the period for which they are entertained should be quoted invariably.

Note 3.—Numbers and amount of provision should agree with the entries in the estimate form.

Note 4.—Names need not be given in the case of Government servants whose names are omitted from pay bills.

Note 5.—Separate Annexure should be prepared for Gazetted Officers.

Dated *September / October* *1954.*

Signature and Designation of Estimating Officer.

ANNEXURE 3.

Particulars as in printed Appendix for each Section	Number and Pay (increased pay for a portion of the year to be indicated)				Provision proposed in printed Appendix for 1955-56
Superintendent (200—300)	Superintendent	210	... ...	210	546×12=6,552
Clerks 3 (60—150), 2 (40—80)	Clerks	1 (60), 1 (70), 1 (80), 1 (46), 1 (44)	... ...	300	
Peons 2 (16—22)	Peons	2 (18)	... ...	36	

Note :—Provision for increments falling due in the course of the year has to be made as follows :—

1. If the increment falls due on 1st April of the year, provision for 11 months only need be made as the pay for the month of March would be paid in April which is a debit for the following year.

*2. If the increment falls due on or before 15th (when the month consists of less than 31 days) and 16th (when the month has 31 days) respectively of any month, provision for the full month has to be made (*e.g.*—Please see statement below).

**3. If on the other hand it falls due after the above dates specified in any month, that month may be ignored while making provision for increments (*e.g.*—Please see statement below).

Reference	Increments due on	Provision to be made for	Remarks
*	18th May 1955 ...	10 months ...	The month of May is to be taken into account and the amount due is paid in June. Hence payments made in the months of June to March are taken into account, *i.e.*, 10 months.
**	17th August 1955 ...	6 months ...	The month of August is ignored. Payments due for the months of September to February are paid in October to March respectively and hence provision for six months alone need be made.